

10 August 1973

MEMORANDUM FOR: Deputy Director for Management and Services

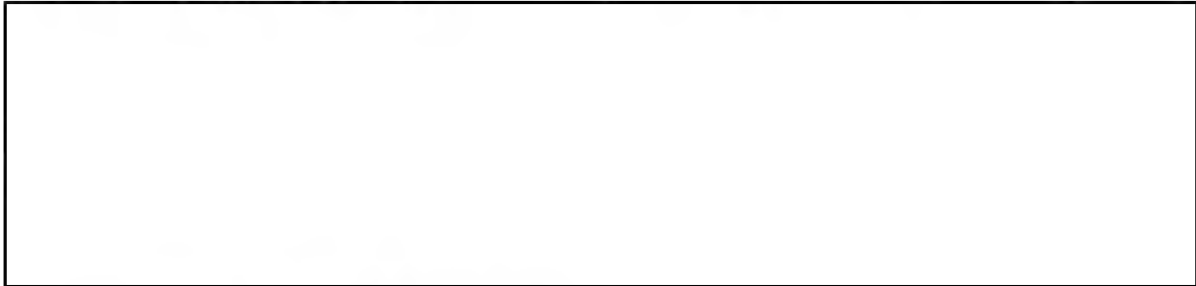
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Move of the Information Science Training Staff

Phase I of the move of the Information Science Training Staff from the Defense Intelligence School, Anacostia, into offices in the Chamber of Commerce Building was completed on 8 August. Phase II, the completion and operational readiness of the unclassified remote terminal area, is scheduled for 1 September. Phase III involves the completion of the classified remote terminal area; this should occur on or about 15 October 1973.

B. Exploratory Meetings on Proposed Systems Dynamics Course ✓



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C. Advanced Management Program ✓

The staff of the new Advanced Management Program is making progress in lining up speakers and developing the instructional units for the 4 September opening of the pilot running. A number of Agency speakers have accepted, and we are attempting to obtain a speaker from outside of the Agency who has been involved in successful establishment of a productivity measurement program. The nomination of students is also moving ahead; all four Directorates are actively engaged in making their selections.

D. Reading Improvement Training

The software for the Time-Life Video Cassette Reading Program has been requisitioned from the Central Reference Service. When the material has been received, an OTR Special Bulletin announcing the availability of this training will be published. Meanwhile, the contract for the USDA Reading Improvement Course was allowed to lapse; and students who have applied for admission to the fall running of that course will be notified accordingly.

E. Upward Mobility Group

Seventeen members of the Upward Mobility Group reported back to Clerical Training on 6 August after having completed four weeks of training in the Civil Service Commission's "Communications and Office Skills Training Center." One of the original 18 dropped out for personal reasons. The Group will remain in Induction or Orientation for further training until assignment. Inasmuch as not one of the Group was able to pass the Agency's typing test, emphasis will be given to more training in typing.

F. Career Trainee Interim Assignment Briefings

The July 1973 Class is engaged in pre-interim assignment briefings, including attendance at the Operational Records and Desk Orientation Course for CT's scheduled for interims in that Directorate, and the Intelligence Writing Techniques Course for the CT's headed for the Intelligence Directorate. Interim assignments begin on 13 August.

G. Career Trainee Recruitment

Activities directed at a solution to the current shortage of professional applicants involve both the [redacted] Chief, Career Training Program discussed the mobilization of [redacted] in the spotting of potential CT applicants; [redacted] has asked for a draft book dispatch on the subject to be transmitted to all bases.

H. Presidential Classroom

On the evening of 7 August, in the Agency Auditorium, Paul [redacted] gave a briefing on CIA for the Presidential Classroom, a group of approximately 45 high school teachers from different parts of the country. This was the last of the three summer groups, and the best, in terms of their thoughtful questions. Administrative arrangements were handled by the Office of Personnel.

I. Briefing

On the evening of 8 August, in the Auditorium, [] briefed about 40 college students from the University in California at Berkeley. They are all summer interns enrolled in the "Cal-in-the-Capitol" program. The visit was requested by the Legislative Counsel and approved by the Director.

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II. Upcoming Developments

A. Chinese Course at the Foreign Service Institute

The Foreign Service Institute is planning to offer a new Chinese course which would be oriented toward modern Chinese as now spoken on the mainland. Since the course would be of value to personnel of other government agencies, FSI is seeking joint funding. The overall project could cost several hundred thousand dollars, but in the immediate future, FSI sees a yearly budget of approximately \$40,000. A formal meeting will be held on 22 August to discuss ways and means of funding this project.

B. Senior Seminar

Planning for the Senior Seminar Block on "Methodologies of Interest to Intelligence" is well underway. [] who is considered by [] and others as the authority on bureaucratic politics and decision-making, is scheduled in late October. []

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[] has agreed to meet with the Seminar for the second time.

C. Enrollments for Information Science Course

Applications for enrollment in the first course of the new academic year, Survey of Intelligence Information Handling Systems starting 17 September, are following the same trend experienced in FY 1973. Although registrations are not to be closed until 24 August, indications are that the course will be heavily oversubscribed.

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Alfonso Rodriguez
Director of Training